

# **Voluntary Buyout Program BUSINESS JUSTIFICATION**

## **TENNESSEE STATE MUSEUM**

### **I. Executive Summary**

The Tennessee State Museum management has identified two position classifications for inclusion in the Voluntary Buy-Out Program: Museum Chief per Specialty and Administrative Services Assistant 2 (ASA2.)

Elimination and/or re-organization of a maximum of four of these positions have the potential for the Museum to achieve a more effective use of resources, and realize significant cost savings. Reducing the Museum Chief per Specialty classification would afford greater efficiency in museum management by reducing the number of departmental directors.

The ASA2 class duties can be absorbed by other departmental staff or through agreements for support activities with other state agencies, i.e.: DOHR, Centralized Accounting, TCCY.

NOTE: In the event eligible employees do not apply or are not accepted for the VBP, Tennessee State Museum has no present intention of eliminating or reclassifying the identified classifications/positions. These positions are identified in the chart of VBP eligible positions below.

### **II. Business Justification and Assessment**

Museum management has given careful consideration and preparation to an agency restructuring that advances organizational goals and achieves effective workforce planning.

A reduction in the Museum Chief per Specialty classification would enhance organizational effectiveness by reducing the number of departmental directors. At least two of the divisions have similar duties that could be easily combined and still meet all programmatic needs. Specifically, the Exhibits Design and Fabrication Departments would be reorganized as a single unit, the Exhibits Department, with a single manager. Likewise, Museum Services would be absorbed within the Administrative Division.

The Administrative Services Assistant 2 classification was selected for inclusion in the VBP to address a change in the agency's priorities. The ASA2 position in the Collections Department would be re-classified to a Curatorial Assistant or perhaps an Assistant Registrar to meet the growing demands of care for the more than 140,000 objects in the museum's collection.

The ASA2 position listed in the Administration Department would undergo a significant change in work assignments. All human resource functions would be transferred via a Memorandum of Understanding to the State of Tennessee Department of Human Resources. Reassigned duties would focus support services on fiscal activities. Direct responsibilities would include donation box cash collection; physical assets inventory; state payment card holder and statement reconciliations; vendor invoice reconciliations and staff support for Edison travel submissions.

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An increased focus on fiscal support activities would strengthen the agency's efficiency in meeting its statutory and regulatory fiscal requirements.

Museum management proposes no further action if the requisite number of applications are not received.

**III. Estimated Net Cost Savings**

See attached spreadsheet

**IV. Justification for Eligibility**

TSM agrees with the eligibility requirements listed in the VBP document.

Position	Position Location	Business Unit	No. of Employees Currently in Position in Unit	No. of Eligible Employees for VBP	No. of Applications Accepted	Proposed Future Action if Requisite # of Applications are Not Received (indicate type of action and # affected)	Proposed Future Action if Requisite # of Applications are Received {indicate type of action and #	Location of Reclassified Job (if applicable)
Museum Chief Per Specialty	Nashville	316.27	6	6	1	none	Reclassify- Demotion to Job Grade 027	na
ASA2	Nashville	316.27	3	2	1	none	Reclassify - Promotion to Job Grade 025	na